



AUTHORITY: 3 FAM, Section 141.5 and 464.

PURPOSE: Employee's report of dates of leave, travel, TDY, and consultation in connection with his assignment to the Department from post.

USES: Information reported is used to bring leave records up to date when received from the field. Also used in coordination with submission of employee's travel voucher. Copies forwarded to personnel, payroll, bureau to which employee is assigned, and copy given employee.

PENALTY: Failure to provide this information would result in delay or suspension of crediting employee with proper leave balances.

SSN: Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits or processes that you are seeking. Solicitation of the SSN by the Office of Personnel Management is authorized under provisions of Executive order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your Federal career from the time of application through retirement. It will be used primarily to identify your records that you file with the Office of Personnel Management or agencies. The SSN also will be used by the Office of Personnel Management and other Federal agencies in connection with lawful requests for information about you from your former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical name and birth dates, and whose identities can only be distinguished by the SSN.

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